



Vendor Application

Saturday, September 26, 2015
10am - 4pm
Application Due Date:
August 8, 2015 by 4pm

Please type or write legibly.

Business Name: _____

Contact Name: _____

Address: _____

Main #: _____ H / W / C Alternate #: _____ H / W / C

Email: _____ Tax ID#: _____

Website: _____

Merchandise Category:

- | | |
|---|--|
| <input type="checkbox"/> Apparel | <input type="checkbox"/> Hobbies |
| <input type="checkbox"/> Food | <input type="checkbox"/> Home Décor |
| <input type="checkbox"/> Gifts | <input type="checkbox"/> Jewelry |
| <input type="checkbox"/> Fine Art/Photography | <input type="checkbox"/> Health/Wellness |
| <input type="checkbox"/> Children | <input type="checkbox"/> Bath |
| <input type="checkbox"/> Other: _____ | |

Description of all items being sold (photos also required):

Price Range of Merchandise: \$ _____

Booth Space and Equipment Requests*:

- | | | | |
|--|-------------|------|----------|
| <input type="checkbox"/> Gym Booth** | 10'w x 10'd | \$40 | \$ _____ |
| <input type="checkbox"/> Room Booth | 8'w x 6'd | \$35 | \$ _____ |
| <input type="checkbox"/> Outside Booth
(parking space) | 9'w x 18'd | \$30 | \$ _____ |
| <input type="checkbox"/> Electricity
(limited availability) | | \$10 | \$ _____ |
| <input type="checkbox"/> 6' Rectangular Table # _____ | | \$10 | \$ _____ |
| (limited availability) | | | |

Subtotal: \$ _____

- \$10 for more than 1 booth space \$ - _____

Total Due: \$ _____

*Quantities of booth space locations, electricity, and tables are limited. Equipment requests will be given on a first come first serve basis. Each booth will receive 2 chairs.

**Gym Booth spaces are approximately 10'x10'.

STAFF USE ONLY

Date & Time Received: _____

Received by: _____

☐ Approved ☐ Denied

Payment: \$ _____ Date: _____

☐ Cash ☐ Check ☐ Credit Card

Silent Raffle:

We will be holding a Silent Raffle to benefit Mansfield Animal Care and Control. We are asking that each vendor donate an item with a minimum value of at least \$15 and no more than \$50. Guests will have the opportunity to purchase tickets to put towards an item of their choosing for a chance to win the item.

What item(s) will you be donating?

What is the value of your donated item(s)?

Please have your donation item ready at time of check-in. We appreciate your generosity in helping us aid our local animal services.

Applicant Checklist*:

- ☐ Vendor Application
- ☐ Signed Statement of Release
- ☐ Photos of Merchandise

*Please ensure you are submitting all required items. Incomplete applications may not be considered.

Payment:

Payment will be due upon acceptance to Wisteria Street Market. All vendors will be notified no later than Tuesday, August 11, 2015 of their application status. Accepted vendors will have until Saturday, August 15, 2015 to make payment in person or via phone.

For questions, feel free to give us a call at 817-453-5420.

The Wisteria Street Market is a juried event. Submission of a Vendor Application does NOT guarantee a booth space in the Market. Previous vendors will be given priority in submitting applications for Wisteria Street Market, but are not guaranteed a booth. **All Vendor Applications are due by Saturday, August 8, 2015 at 4pm. Applicants will be notified no later than Tuesday, August 11th of their application status.**

All Vendor Applications, and required information, may be submitted in one the following manners:

1. In person or by mail.

Mansfield Activities Center
Attn: Mary Jones
106 S. Wisteria St.
Mansfield, TX 76063

2. By email to mary.jones@mansfieldtexas.gov.
3. Via fax to 817-453-8516 (Attn: Mary Jones).

The undersigned Applicant hereby (a) acknowledges receipt of a copy of the Vendor Guidelines, (b) acknowledges its agreement to all the provisions of the Vendor Guidelines, (c) understands that submission of Vendor Application does not guarantee a booth, (d) acknowledges there is no refund after acceptance to Wisteria Street Market and (e) agrees that, the undersigned Applicant, as a Vendor for Wisteria Street Market, Applicant's business name, website, information, likenesses, and images may be used in event-related publicity and materials.

Signature

Date

2015 Fall Wisteria Street Market Vendor Guidelines

Wisteria Street Market Details

Date: Saturday, September 26, 2015

Location: Mansfield Activities Center (MAC)

106 S. Wisteria St.

Mansfield, TX 76063

Hours: Early Setup: Friday, September 25th from 6-9pm

Setup: 8-9:30am

Open to Public: 10am-4pm

Breakdown: 4-5pm

General

- Wisteria Street Market is a juried vendor fair. Only Applicants that have submitted an application and have been accepted as a vendor will be permitted to participate as vendors in the Market.
- Submission of an application does not guarantee acceptance, nor does previous participation in a City of Mansfield event. Each event is considered separately.

Application Process

- Each proposed vendor must submit a completed Vendor Application for Wisteria Street Market. All applications must be received no later than Saturday, August 8, 2015 by 4pm. Make of 2 booths per company.
- Wait List: A wait list will be established for Applicants after the capacity has been met. Applicants will be notified of their acceptance as a vendor in the Market, if a spot becomes available. Payment will be due at time of acceptance.
- Fees: All fees of accepted vendors will be due by Saturday, August 15, 2015. Payment is **NOT** due with submission of an application. Accepted vendors will be able to make payment via phone or in person at the Mansfield Activities Center (MAC).
- Please read the application carefully. Incomplete applications may not be considered.

Silent Raffle

- Each vendor is asked to donate an item for our Silent Raffle. The item must have a minimum value of at least \$15 and be no more than \$50. Donated items must be dropped off at time of check-in.
- Guests will be able to purchase tickets to put towards items of their choice for a chance to win the item.
- Proceeds will benefit Mansfield Animal Care and Control.

Booth Assignments / Set-up

- Booth set-up time will be provided to Vendors beginning Friday, September 25 from 6-9pm and Saturday, September 26 beginning at 8am. All Vendors must be set up by 9:30am on Saturday, September 26.
- When you arrive, stop by the front desk of the MAC to pick up your vendor packet and drop off your donated item for the Silent Raffle.
- You may enter through the front doors of the MAC, side doors between the MAC and the library, or back doors behind the gym. The garage door in the gym will also be open for access to the gym.
- Please do not move to another booth space or swap booth locations with another vendor. Booths are carefully assigned to avoid direct competition.
- Two chairs will be provided with every booth.
- Table rentals need to be reserved on the Vendor Application and will be paid for in advance if accepted. Tables will be available upon the Vendor's arrival for booth set-up. A limited number of tables are available; tables will be provided on a first come, first serve basis.
- Electrical outlets need to be reserved on the Vendor Application and will be paid for in advance if accepted. A limited number of electrical outlets. Vendors will be responsible for their own extension cords. Electricity will be provided on a first come, first serve basis.
- One vendor per direct sales company will be allowed (not all companies guaranteed a booth).

Booth Guidelines

- Each Vendor shall operate its business during Wisteria Street Market in a good and workmanlike manner, using best efforts to comply with applicable rules and regulations and protect the safety and welfare of the patrons, invitees, and guests of the MAC and the City of Mansfield.
- Each Vendor is responsible for delivery, assembly, maintenance, disassembly, and removal of all its property, including without limitation: booth set-up, booth break-down, and booth clean-up. Each vendor shall operate its business during **ALL** hours of Wisteria Street Market unless given specific permission by the Recreation Coordinator for the MAC.
- **Each Vendor shall display and offer for sale only such merchandise as identified in its Vendor Application.** Wisteria Street Market staff reserves the right to refuse any display or items sold deemed inappropriate. The staff decision is final.
- Each Vendor shall, at all times, be and remain responsible for its own booth and all property located therein, including without limitation, display equipment and materials, merchandise, inventory, and money. No insurance of any kind will be furnished for the Vendor. Wisteria Street Market and the MAC will not be able to make change.
- Sales: All proceeds of a Vendor's sales shall be retained by the Vendor. Each Vendor is responsible for collection and remittance of all taxes relating to its sales and for indemnification of and hold the MAC and Wisteria Street Market harmless from any failure by the Vendor to collect and remit such taxes in accordance with applicable law. The MAC does not guarantee sales at Wisteria Street Market.

Clean-up

- No Vendor will break-down before 4pm. Each Vendor must vacate the premises by 5pm.
- You may leave rented tables in your booth space.
- Booth area must be left clean. Trash must be left in receptacles or carried out.

Cancellations

- If you need to cancel your Vendor Application before the application deadline, please notify us as soon as possible.
- No refunds will be made to Vendors who cancel after they have been accepted to Wisteria Street Market and have paid.
- If you cannot make it on the day of Wisteria Street Market, call 817-453-5420 ext. 2224 or email mary.jones@mansfieldtexas.gov as early as possible (no refunds will be issued).
- Wisteria Street Market will go on rain or shine. In the case of bad weather, outdoor vendors will be moved to one of our indoor vendor rooms. No refunds will be issued due to bad weather.

Parking

- We will have designated vendor parking. If accepted, vendors be notified of where to park.

Miscellaneous

- Marketing: The MAC will be advertising Wisteria Street Market on the City of Mansfield's Facebook page, our fall brochure, and DFW Craft Shows. Vendors are encouraged to market and promote their business and events via their social media, customers, and word of mouth to contribute to the success of the event.
- Vendor Health Permits: Vendors selling a food product of any kind are responsible for knowing and abiding by the policies set forth by Tarrant County Health Department. Vendors will be required to display a current Health Permit issued by Tarrant County.
- If you need assistance at any time during Wisteria Street Market, please let one of our staff know. Staff is able to watch your booth for a few minutes if you need to use the restroom or purchase food.

Please keep the Vendor Guidelines for future reference and for your records.

Statement of Release

I have read the rules and regulations of Wisteria Street Market and agree to abide by the established rules. I understand if I do not abide by the rules and regulations, I will be asked to remove all merchandise and a refund will not be issued. I realize that if I cancel my registration, I will not be issued a refund. I hereby release the City of Mansfield, the Mansfield Activities Center, and Wisteria Street Market staff, its employees, agents, and volunteers from all responsibility in the event of a personal injury, or loss, damage, or theft of merchandise.

Signature

Date

Print Name

Business Name